TERRY HUSSEMAN ACCOUNT (THA) GRANTS

APPLICATION INSTRUCTIONS FOR EAGL

Eligible Projects:

Terry Husseman Account (THA) funding opportunity grants support locally sponsored projects that restore or enhance the natural environment. Typical projects address water quality issues and fish and wildlife habitat protection or enhancement in or adjacent to waters of the state (i.e., streams, lakes, wetlands or the ocean).

Projects that restore or enhance the **natural environment** may be proposed to address an environmental emergency. An environmental emergency is a risk to the natural environment, as a result of a natural or man-made disaster.

Projects that are of a **statewide significance** propose innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, and result in a significant improvement to the natural environment.

To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

Project proposals that address an environmental emergency or are of a statewide significance may be submitted at any time but must meet all of the evaluation criteria to be eligible.

Eligible Applicants:

- Washington counties, cities, and municipalities
- Other state recognized local governments:
  - Conservation Districts
  - Special Purpose Districts (i.e. Ports and Public Utility Districts)
- Federally recognized Tribal governments
- State Agencies
- Regional Fisheries Enhancement Groups (RFEGs)

THA Application Requirements

To apply for a THA funding opportunity, you must complete and submit an application in the Ecology Administration of Grants and Loans (EAGL) web-based system. To access the application forms, applicants must first register through Secure Access Washington (SAW).

Once you have been validated as a new user by Ecology's EAGL System Administrator you will have access to EAGL. *Please register promptly as it may take up to three business days for Ecology to approve your user request.*

THA - APPLICATION INSTRUCTIONS FOR EAGL

Ecology Administration of Grants and Loans (EAGL)
EAGL is built using the following **seven processes** known as the "Life Cycle" of a grant or loan:
1. **Application** (as an Applicant, you will be in the Application process)
2. Agreement
3. Amendment
4. Payment Request and Progress Reports (PRPR)
5. Equipment Purchase
6. Site Visit Report
7. Close Out Report

Important User Tips for Navigating the EAGL System – before you begin

Before you begin filling out each of the THA application forms, please read through the following tips, as they will help you navigate the EAGL system a little easier.

1. Familiarize yourself with how EAGL Roles are assigned at the Organization and Document levels –**Only someone in the Authorized Official Role can view available funding opportunities, initiate, and submit an application.** The Contractor role may view available funding opportunities and initiate a new application, but the completed application must still be submitted by an Authorized Official.
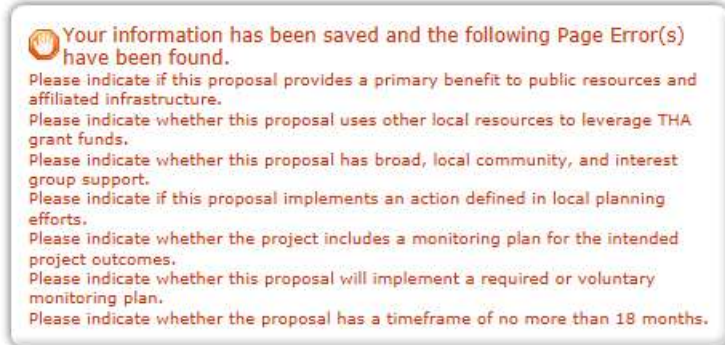
   Only the Authorized Official can change role assignments at the organization or document level. Roles set at the organization level serve as the user's default role on newly initiated applications. Please reference, System Roles and Application Contacts (beginning on page 6) of the **EAGL User Training Manual** for comprehensive guidelines on assigning staff roles in EAGL.

   During the application process you will be asked to identify contact people from your organization. Please note that the Authorized *Signatory* is a contact type and independent from the organization/document role of Authorized *Official.* Contact types do not affect document permissions and any contact person can be in any document/organization role.

2. **When you apply, a document number is automatically assigned to your application** – When the system generates your application-Document #, write it down so that you can easily search for it later, while you complete your application forms.

3. **SAVE regularly** – Both the SAW and EAGL systems have timeout features based on inactivity for security purposes. As you fill out your application, in EAGL, remember to **SAVE** often to ensure your application data entry is secure. Once saved, you can exit the EAGL system, and revisit your application-Document #, and begin again where you left off earlier. The **SAVE** button is located at the top (right), in the EAGL system, found on each application form.

4. **Spell Check** – The EAGL system is not a word processing application. Please be sure to double check for typos and grammar prior to submitting an application. Modern web browsers such as Internet Explorer 11 or later, Mozilla Firefox, and Google Chrome may offer spell check features to assist with your application. Keep in mind that **Ecology officially supports Internet Explorer.**

5. **Formatting** – The EAGL system is not a word processing application, which means it does not read special characters or formatted text easily. For best results, type directly into the textboxes or cut and paste your text into the textboxes from Notepad or a Word document saved as plain text.

6. **Red Asterisk *** – A red asterisk indicates the field is required. Applications may not be submitted if any of the required fields are left blank. The system will indicate an error notice.

7. **Red Cross** ⊞ – A red cross is a hover symbol, which indicates more information is available. Hover over it and will bring up text instructions, (e.g. Refer to funding guidelines).

8. **Global Errors** 🛑 – A hand on an orange stop sign indicates an error. Once you have filled out each of the THA Application Forms *in order*. It is recommended you run the "Check Global Errors" command. The **Check Global Errors** button, is located at the top (right), in the EAGL system, found on each application form. If you do get global errors, go to the actual form, the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**, not the global error message.

🛑 Global Errors

> Use **Right** side scroll bar to **scroll up and down**.

9. **Navigation on forms** – The system uses scroll bars for navigating on any of the forms:
    o   **Right** side scroll bar allows you to **scroll up and down**.
    o   **Bottom** scroll bar allows you to scroll **left to right**.

> Use **Bottom** scroll bar to **scroll left to right.**

THA - APPLICATION INSTRUCTIONS FOR EAGL

EAGL – User Manual

The EAGL System User Manual is located on the **Welcome Page** under **My Training Materials**. The EAGL User Guide walks users through many important features of the EAGL system.

Locating the THA Funding Opportunity

The **Welcome Page** is where applications are initiated, where an inbox for communication between the applicant and the agency is located, and also a task list for items that need action. **NOTE:** You must be an **Authorized Official** or **Contractor** to apply for a funding opportunity.

To apply for a THA funding opportunity, click on the **View Opportunities** button; you will be taken to the **My Opportunities** screen.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Applying for a THA Funding Opportunity

On the **My Opportunity** page, type in Terry (for Terry Husseman) and click the Filter button, The THA Application Funding Opportunity appears. If you meet the eligibility requirements, click the **Apply Now** button.

Note: Please disregard the Application Availability Dates, Application Period, and Application Due Date – shown in this graphic. These dates coincide with the current funding cycle and will be shown in the LIVE – EAGL environment when you begin your application.

From the **My Opportunities** screen, click on the **Apply Now** button.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Application Menu

You have now entered the Application process, the system has automatically assigned a **Document Information** number to you. It is important to write this number down, as it will become your parent document number which will show up on each of your application forms. And if your application is chosen to be funded, it will be your assigned grant number throughout the "Life Cycle" of your grant.

Application Menu

A number similar to this will be your **application-parent document number** and will be shown on all of your forms and documents. You will want to write it down so you can easily search for your document later.

Click on the **View Forms** button, under the **View, Edit and Complete Forms** – this takes you to the Application Menu – Forms screen.

Application Forms Menu – View, Edit and Complete Forms

On the Applications Forms Menu, click on the **View Forms** button, under **View, Edit and Complete Forms.** This will take you to the **Application Menu – Forms** screen. This is where you will find each of the necessary application forms that you will fill out in order to submit a complete application.

HELPFUL TIP: The dark blue ribbon (in the graphic above) – indicates what **Role** you are in (e.g. Authorized Official) and what the **Current Status** is of your application (Application In Process). Within each process, always check your role and your document's current status because this determines what work needs to be done in the process you are in.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Application Menu - Forms

On the **Application Menu – Forms** screen, you will find the Terry Husseman Account (THA) **Funding Guidelines** and **Application Instructions**, as well as the **nine application forms**, you will be required to fill out. This is where the vast majority of your work in an application will be completed. Remember to **SAVE** each form before moving to the next one.

HELPFUL TIP: To navigate to each of the forms, click on your **Document Information #**, (at the top of the screen) this will take you to the **Application Menu**, then click on the **View Forms** button, under the **View, Edit, and Complete Forms** this takes you back to the Application Menu – Forms screen where all of the forms are located.

THA - APPLICATION INSTRUCTIONS FOR EAGL

General Information - Form

The **General Information** Form is the first form you will see.

Here you will want to include a project title, short and long project descriptions, total project and eligible costs, effective and expiration dates, choose a project category, whether or not your project will be collecting data, and an overall project goal.

There are three **project categories** to choose from:

1. **Restoration or Enhancement:** You will choose the Restoration or Enhancement project category unless your proposal has an environmental emergency or a statewide significance component to it. Please describe in the short and long descriptions, and the overall project goal, how your project restores or enhances the natural environment.
2. **Environmental Emergency:** If your project is the result of an environmental emergency where the risk to the natural environment is high due to a natural or man-made disaster, then choose this project category and describe the impacts to the natural environment that have occurred. Explain how your project restores or enhances the natural environment in both the short and long descriptions, as well as the overall project goal.
3. **Statewide Significance:** If your project has a statewide significance that propose innovative approaches or technologies that could be applied in multiple watersheds throughout Washington, then choose this project category and describe the significant improvement to the natural environment in the short and long descriptions and the overall project goal.

HELPFUL TIP: The information on this form, and your Scope of Work forms, will be used by Ecology to screen, evaluate, and score your application. Please reference the **THA Funding Guidelines as they describe the application evaluation scoring criteria, Scope of Work and the Budget scoring guides.** The information will help guide you in writing your application. The information entered on all of the application forms will be the basis of your grant agreement, if your project is chosen for funding. At which time, you will work with an Ecology Project Manager and Financial Manager to negotiate the terms of your agreement.

The following page 9 (of these instructions) shows a graphic description of the required text fields found on the General Information - Form.

THA - APPLICATION INSTRUCTIONS FOR EAGL

General Information – Form (continued)

Be specific with your **Project Title** description. It is a valuable component for Ecology's Screeners and Evaluators during the application scoring process.

The **Project Long Description** should be detailed enough to allow the Ecology's Screeners and Evaluators to efficiently screen, evaluate, and score your application. The system field accepts up to 4,000 characters.

Both the **Total Cost** and **Total Eligible Cost** will be the same, as there are no match requirements. Other funds contributed can be written within the Project Description text portion. **Expiration date** cannot be longer than 18 months.

After reading the **General Information Form**, (details found on prior page 8), choose the Project Category that best describes your project:
1. **Restoration or Enhancement**
2. **Environmental Emergency**
3. **Statewide Significance**

Explain the **Overall Goal** you hope to achieve with your project. Be as specific as possible.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Statutory or Regulatory Authority - Describe how your project will restore or enhance the natural environment. To be considered, projects must provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure.

The **SAVE** button is located at the top right of every form in the EAGL system. Remember to **SAVE** often. The Page Information icon will appear indicating your page has been saved.

If your answer is **yes**, you have received a prior grant award for this project or a similar one, please be sure to list the source and type of funding.

The **Upload Document** section allows you to upload pertinent prior project information.

You can **Upload** Land owner agreements on the Project Type page – question 8 Readiness to Proceed.

Describe how your project is ready to proceed and if you have acquired or soon will be acquiring the necessary feasibility reports, engineering designs, and or associated permits. The system allows you to upload pertinent information in the Upload Documents section.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Project Type Explanation

On the **Project Type Explanation** form you will answer **eight** project type questions. *Ecology uses this information to decide which projects have the highest need to be funded based on local, regional and statewide natural resource management priorities and as balanced with our financial capacity to provide project awards throughout the year.* **For questions 2-8 you are allowed to upload pertinent supporting documentation.** Please use specific naming conventions for all of your uploads, (e.g. Project Name-Feasibility Study; Project Name-Permit; Project Name-Engineering Designs).

DEPARTMENT OF
ECOLOGY
State of Washington

Ecology's Administration of Grants & Loans (EAGL)

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Document Information: SEATHA-VER2-RTO-00009

Details

You are here: > Application Menu > Forms Menu

> Ecology uses this information to decide which projects have the highest need to be funded based on local, regional and statewide natural resource management priorities and balanced with our financial capacity to provide project awards throughout the year.

PROJECT TYPE EXPLANATION

Instructions
Please fill in the appropriate fields.
Required fields are marked with an *
When done, click the SAVE button.

To Upload Multiple Documents:

  Enter a description for the file, Click the Browse button

  Select your file

  Click Save, your file will appear in the List of uploaded documents

  Repeat for each file

  To Delete a file, Remove the file description, select the Delete checkbox next to the file and click SAVE

Project Types and Supporting Documentation

For all project types answer the following items that apply to your proposal. Please provide supporting information or evidence to show why you answered yes to the items.

Ecology uses this information to decide which projects have the highest need to be funded based on local, regional and statewide natural resource management priorities and as balanced with our financial capacity to provide project awards throughout the year.

Example: Additional local project resources consist of $ 1,000 in cash from the County's Natural Resources account. $ 500 in-kind project management from the County's Natural Resources staff, and $ 1,000 of in-kind labor from the local Trout Unlimited chapter. Combined with the $ 10,000 we are requesting from the Terry Husseman Account, total project value is $ 12,500.

Project Type Explanation (continued)

The following eight **Project Type Explanation** questions:

*1. Does this proposal provide primary benefits to public resources (land or water stewardship) and affiliated infrastructure? ◉ Yes ○ No

If no, STOP. Do not submit this application.

If yes, answer all of the following questions that apply to your project.

*2. Does this proposal use other local resources (financial, in-kind, or volunteer) to leverage THA grant funds? ◉ Yes ○ No

If Yes, please provide supporting information or evidence. Please explain how the funds will be used. Include expected dates of participation. Upload letters of commitment, offer letters, application approvals, etc.

> A local landowner has pledged donation of his labor, use of his tractor, tractor fuel, building materials for rafts and use of his land for a long-term composting site.

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Upload Supporting Documents
Upload Description   **Attachment**
[   ]   [Browse...]

*3. Does this proposal have broad, local community and interest group support? ◉ Yes ○ No

If Yes, please provide supporting information or evidence

> The TEST Subbasin Salmon and TEST Steelhead Recovery Plans identify submerged aquatic plants as serious concerns limiting salmon habitat. WDFW and TEST CD staff have worked together to identify high priority habitats where water stargrass should be removed to improve salmon habitat. TEST CD has received many phone calls, landowner complaints and questions about the overabundance of aquatic plants in the lower TEST River.

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Upload Supporting Documents
Upload Description   **Attachment**
[   ]   [Browse...]

*4. Does this proposal implement an action defined in local planning efforts, such as:

☑ Local Fish Recovery Plan
☐ Local Total Maximum Daily Load (TMDL) Plan
☐ Watershed Management Plan
☐ Shoreline Master Program
☐ Critical Areas Ordinance
☐ Other (specify) [   ]

> Please check all of the appropriate boxes that are applicable to your project.

Please provide any supporting information or evidence

> TEST Subbasin Salmon and TEST Steelhead Recovery Plans

> Please provide an explanation in the text box and upload supporting documentation.

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Upload Supporting Documents
Upload Description   **Attachment**
[   ]   [Browse...]

Project Type Explanation (continued)

*5. Does the project include a monitoring plan to monitor for intended project outcomes? ○ Yes ● No

If Yes, please provide supporting information or evidence

0 of 1500

Upload Supporting Documents

Upload Description   Attachment

[Browse...]

*6. Does this proposal implement a required or voluntary monitoring plan? ○ Yes ● No

If Yes, please provide supporting information or evidence

0 of 1500

Upload Supporting Documents

Upload Description   Attachment

[Browse...]

*7. Does the proposal have a project time frame of no more than 18 months from the time the grant is awarded to project completion? If this is not the case and the time frame is longer than 18 months, please explain why additional time is needed. ○ Yes ● No

If additional time is needed, please provide supporting information or evidence

0 of 1500

Upload Supporting Documents

Upload Description   Attachment

[Browse...]

> In the **Readiness to Proceed** text box, describe how your project is ready to proceed and if you have acquired or soon will be acquiring the necessary feasibility reports, engineering designs, and or associated permits, and landowner agreements.

*8. Readiness to Proceed - Briefly describe the status of existing and will need to provide documentation of all relevant information

TEST CD is ready to proceed immediately. Washington Department of Fish and Wildlife has authorized the project through an HPA via the Aquatic Plants & Fish Pamphlet. TEST County has authorized a Shoreline Exemption. Washington Department of Natural Resources, Aquatic Lands Division has been briefed on the project and is not requiring a conservation license.

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Upload Supporting Documents

Upload Description   Attachment

[Browse...]

> The **Upload Document** section allows you to upload pertinent feasibility reports, engineering designs, and or associated permits, landowner agreements and documentation to substantiate your project.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Recipient Contacts

You will choose your contacts from the drop down lists. If you cannot find an individual from your Organization, then please check to see if that individual has set up their own SAW account and EAGL registration. *Remember, each staff member of your organization that will have a role on the project (e.g., project manager, authorized signatory, and billing contact) must each establish their own separate SAW accounts before you can apply.*

- -

Q: Who, from my organization, can fill out this form?

A: Either the **Authorized Official, Contractor, Recipient Project Manager**, or **Writer** can complete this form.

- -

Q: What if individual names are not showing up in the drop down list?

A: The **Project Manager, Authorized Signatory,** and **Billing Contact** must each have a SAW account in order for the **Authorized Official** to set them up at your organization's level. This is how the drop down list names get pre-populated.

- -

Reference Tool: For managing permissions and roles in EAGL refer to the **Managing Recipient Roles Tip Sheet** at: http://www.ecy.wa.gov/funding/ManagingRecipientRolesTipSheet.pdf

THA - Application Instructions for EAGL

Location Information

Provide the location information about where the project work will be performed. You will be asked whether your project is statewide or not. Most projects are not statewide. If you choose no, then you will be asked to provide the Ecology Region, County, and Congressional and Legislative District, and the Water Resource Information Area (WRIA). If you know the Latitude and Longitude, please enter it in the boxes provided.

Typical THA projects are not statewide projects. You will choose **No** here.

Even if your project has a statewide significance component – we asking for you to describe where the project is located.

If your project is in an area where it crosses between regions and Congressional and Legislative Districts, the system allows you to enter each of these separately and you can enter the applicable percentage in the percentage data field. Hit the **SAVE** button to get additional fields displayed. **Maps** are available to assist you.

It is ideal for you to enter both the latitude and longitude coordinates of your project (six digits after the decimal point). The information will be useful for to Ecology for planning purposes.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Task 1 Project Administration / Management

Task 1 is pre-populated in the application, you will only need to enter the total cost for Task 1. *The task 1 deliverable due dates can be left blank for now and negotiated later with your Project Manager, if your project is chosen to be funded.*

Progress reporting requirements must be done as part of the grant; however, this may be provided by the jurisdiction at $0.00 cost to the grant, thereby leaving more funds for direct project implementation. If you choose to do this, then you can enter $0.00 here, as the *EXAMPLE* shows. Otherwise, enter your projected administrative task costs here.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Additional Tasks

The additional tasks are not pre-populated in the application so **you will need to provide a detail for each task which includes task titles and descriptions, specific goals and quantifiable outcomes, task costs and deliverables.** To enter additional tasks hit the "ADD" button. The system automatically assigns the task number for you.

A space is provided in the application for a "Task Coordinator" – you do not need to fill this in unless you know at the time of application that you will have different coordinators for different tasks. **To enter additional tasks hit the "ADD" button at the top of the screen.**

THA - Application Instructions for EAGL

Scope of Work (SOW) – Additional Tasks (continuation of screen details)

As you enter your tasks deliverables, the system automatically assigns **a number to it.**

HELPFUL TIP: As you add tasks to your SOW hit the **SAVE** button for each task form. To locate and edit them, click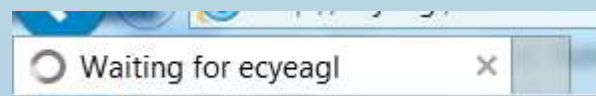 on the **drop down list**, choose the task, and then click the **GO** button, as shown in the graphic below. Edit your task form as needed and then hit the **SAVE** button, again. You can do this as many times as you need to.
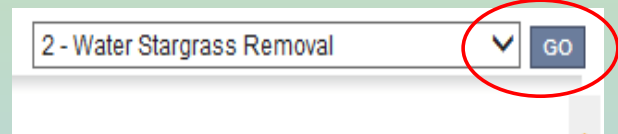
EAGL is a web-based system –dependent on how fast or slow your browser talks to the EAGL system. You may see a spinning gray circle in the left top corner of your browser – this means it is in the process of collecting your new data entries within EAGL.

After your browser has completed its communication with the EAGL system you should see gray circle go away and the e-browser icon appear. It is ready you to enter new data.

Scope of Work (SOW) – Additional Tasks **(continuation of screen details)**

As you enter your task deliverables, the system automatically assigns **a number to it.**

⊞ Deliverables

To Add a Row
Enter a deliverable
When done, click the **SAVE** button
After SAVE a new row will appear
Repeat these steps for each deliverable

To Delete a Row
Delete data entered in a row
When done, click the **SAVE** button

Deliverable #	Description	D	Received? (ECY Use)	
2.1	Obtain a signed Landowner Agreement and upload to EAGL prior to implementation. 79 of 500		*	
2.2	For any BMPs requiring a cultural resources review, complete and submit all required documentation 152 of 500		☐ *	
2.3	Provide a list of all required permits for each project site, and their status, to the Project 127 of 500		☐ *	
2.4	Recruit, screen, and hire a crew leader and three laborers to hand-pull water stargrass. Additional 173 of 500		☐ *	
2.5	Orient crew leader and train three laborers in stargrass removal techniques and project safety. 95 of 500		☐ *	
2.6	Coordinate spike camp logistics and conduct project orientation and safety training to any 111 of 500		☐ *	
2.7	Select one Yakima River main stem salmon spawning and two side channel priority areas for 109 of 500		☐ *	
2.8	Remove approximately five tons of stargrass. 44 of 500		☐ *	
2.9	Remove supplies, rafts, and hand tools from project site and staging area. 74 of 500		☐ *	
	0 of 500		☐ *	

Each task must have a deliverable. The system allows multiple deliverables for each task.

The system has helpful tips to **add or delete rows.** Hit the **SAVE** button each time to get additional rows.

As you enter each deliverable description and due date the system automatically assigns a number to it. If you delete a row, the system automatically renumbers the remaining rows.

If your application is chosen for funding then you will negotiate your Scope of Work, task deliverables, and due dates with your Ecology Project and Financial Managers.

While you fill out each form, the system keeps track of who created the form and date and who modified it last. **This is a very helpful feature.**

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
📝	General Information		Test, ECYTest 7/7/2016 5:11:22 PM	Test, ECYTest 7/8/2016 12:00:29 PM
📝	Statutory or Regulatory Authority		Test, ECYTest 7/8/2016 2:55:51 PM	
📝	Project Type Explanation		Test, ECYTest 7/9/2016 2:59:15 PM	Test, ECYTest 7/9/2016 2:59:36 PM
📝	Recipient Contacts		Test, ECYTest 7/9/2016 5:39:51 PM	
📝	Location Information		Test, ECYTest 7/9/2016 5:44:24 PM	Test, ECYTest 7/9/2016 5:46:32 PM
📝	Scope of Work - Task 1 Project Admin		Test, ECYTest 7/10/2016 6:56:02 PM	Test, ECYTest 7/10/2016 7:23:43 PM
📝	Scope of Work - Additional Tasks		Test, ECYTest 7/10/2016 7:31:30 PM	Test, ECYTest 7/10/2016 7:36:32 PM
📝	Scope of Work Summary		Test, ECYTest	

THA - APPLICATION INSTRUCTIONS FOR EAGL

Scope of Work (SOW) – Additional Tasks (continuation of screen details)

As you enter the additional tasks – you will notice the pencil on paper icon doesn't show up. This is the only form that doesn't show this. What it does show is multiple papers and then how many tasks you've entered in parentheses.

Each form will have an icon to the left indicating it is a **blank form**. Once you fill out and **SAVE** each form, the icon will change.

It will now be a **pencil on paper**, indicating the form has been filled out and saved.

However, the **Scope of Work – Additional Tasks** page will not have a pencil on paper icon. It will show multiple papers and how many tasks you've entered in parentheses.

Scope of Work (SOW) Summary

The Scope of Work Summary page shows all of your task titles and budget task totals on one page.

Remember to hit the **SAVE** button.

The **Scope of Work Summary** page is a rollup of your SOW. It shows your project's task titles and task costs – on one page.

This is an EXAMPLE of a Scope of Work Summary page.

Budget Task Cost

The **Budget Task Cost** form requires you to fill in both the 1st Fiscal Year & 2nd Fiscal Year columns, for all Tasks; otherwise, you will get an error message, like this.

> Use **Right** side scroll bar to **scroll up and down**.

HELPFUL TIP: The system uses scroll bars for navigating on the form - since this screen is capable of holding multiple task cost information:

- o **Right** side scroll bar allows you to **scroll up and down**.
- o **Bottom** scroll bar allows you to scroll **left to right**.

> Use **Bottom** scroll bar to **scroll left to right.**

Budget Task Cost (continued)

The **Budget Task Cost** form requires you to fill in both the 1st Fiscal Year & 2nd Fiscal Year columns. The system requires a character, even if $0, in the fiscal year 1 or 2 columns. So for instance, if $0 is being spent for a particular task or element during fiscal year 1 or 2, enter $0 instead of leaving the cell blank. This will prevent an error message from showing up.

By Task

Task Title	Task Cost	*1st Fiscal Year	*2nd Fiscal Year	Additional Fiscal Years	
Project Administration/Management	$0	$0	$0		
Cap exposed historic landfill with imported clay	$2,200.00	$1,100.00	$1,100.00		$2,
Re-Armor Shoreline	$6,000.00	$3,000.00	$3,000.00		$6,
Create low angle shoreline	$21,000.00	$10,500.00	$10,500.00		$21
Import and install Large Wood Debris (LWD)	$1,100.00	$550.00	$550.00		$1,
Import and install sandy gravel	$11,000.00	$5,500.00	$5,500.00		$11
Install washed pea-gravel lens at the toe of slope	$7,400.00	$3,700.00	$3,700.00		$7,
Installation of upland native landscaping	$1,300.00	$650.00	$650.00		$1,
Beach Cleanup	$0	$0			
Total	$50,000.00	$25,000.00	$25,000.00	$0	$50

By Element

Element	*1st Fiscal Year	2nd Fiscal Year	Additional Fiscal Years	
Salaries [1]				
Benefits [1]				
Salaries and Benefits Combined [1]				
Contracts				
Travel				
Equipment [2]				
Goods/services [3]	$25,000.00	$25,000.00		$50
Overhead [4]				
Total	$25,000.00	$25,000.00	$0	$50

Budget tasks and elements entered on this form should be for those funded by THA. Other contributing funds can be identified through supporting documentation and can also be entered on the task information, if you so choose.

THA - APPLICATION INSTRUCTIONS FOR EAGL

Uploading information into EAGL

You will be able to upload relevant supporting documents such as:

- Maps, aerial photos, and other graphics that clarify the proposed location and/or help to illustrate the project purpose or tasks.
- Evidence of support from and coordination with relevant stakeholders, including local governments, tribal governments, and others.

For each attachment, provide a brief description of the document and then attach by browsing for that document.

Uploading Information Tip Sheet for EAGL

For additional instructions regarding uploading required document information into EAGL please reference the [Recipient Uploads Tip Sheet](http://www.ecy.wa.gov/funding/RecipientUploadsTipSheet.pdf)
http://www.ecy.wa.gov/funding/RecipientUploadsTipSheet.pdf

THA - APPLICATION INSTRUCTIONS FOR EAGL

Submitting your Application

Before leaving the **Application Menu – Forms** page double check the icons next to each of your forms:

If you have a **Global Error** icon you will need to go back to the form, edit and resave it.

If all of your forms have the **pencil on paper** icon then you can proceed in the submittal process.

After this is done, then click on your **Document #**, which takes you back to the **Application Menu** where you began.

Submitting your Application (continued)

On the **Application** Menu page – click on the **View Status Options** button, located under the **Change the Status.**

Click on the **View Status Options** button, under the **Change the Status** – this takes you to the **Application Menu – Status Options** screen.

Submitting your Application (continued)

You must be on the **Application Menu – Status Options** page – to submit your application, (or cancel it).

If you get **Global Errors** - you will want to go to the actual form, the error message notes, edit it, and resave each of the forms in the order the forms are listed in the **Forms Menu**.

THA - APPLICATION INSTRUCTIONS FOR EAGL

On the **Agreement** page – a text box is provied for you to include notes about the status change, if you like.

You will be given the choice of two buttons to choose from:

1. **I Agree** – which allows you to submit your application and you will receive a system generated email.
2. **I Do Not Agree** – which means your application will not be submitted.

If you have chosen, I Agree, then congratulations your Application has been successfully submitted! The Current Status of your Document # is now showing **Application Submitted**.

You will be contacted by Ecology regarding how your project scored in the evaluation process.

For any comments or questions, please contact Amy Krause at 360.407.7107.